

Lucent Career Center

Landmark Building
80 Merrimack St.
Haverhill, MA 01830
(978) 722-7000

CENTER HOURS

Monday - Friday:
8:00 AM - 4:30 PM
Saturday:
8:30 AM - 12:30 PM

www.Valleyworks.cc/lucent.htm

FIRST CLASS
PRESORTED
US POSTAGE PAID
PERMIT NO. 343
LAWRENCE MA

LATEST NEWS

Lucent Career Welcomes New Staff

Three new staff members have joined the Lucent Career Center. Ms. Mary Ellen Lawlor is the new Administrative Assistant for the Center. Ms. Lawlor formerly worked for the City of Lawrence. Joyce Lanier is the new Workshop Specialist, having previously worked with the Department of Training and Development's Youth Department. She has conducted a variety of workshops for youth and adults. Ms. Rita Filion, a former Lucent employee, is a new Career Service Advisor. Ms. Filion comes to the center from the Department of Career Services where she worked as a Job Placement Specialist.

How to Apply for Jobs At Hanscom Air Force Base

On December 13, 2004 at 1 pm, Ms. Kathy Bazzano, Human Resource Specialist at Hanscom Air Force Base, will present a general overview on how to apply for current Federal positions at the base. The presentation will take place at the ValleyWorks Career Center in Lawrence. Ms. Bazzano will discuss positions and the application process. Seating is limited so please contact Ms. Ann Shaw at 978-772-7851 to reserve your seat.

The Lucent Career Center is an Equal Opportunity Program. Auxillary aids and services are available upon request to individuals with disabilities. TDD/TTY (ValleyWorks - Haverhill) : (978) 469-7859

Lucent Career Center

December, 2004 Edition

Veterans Honored at Recent Job Fair

— "Salute to Veterans" Event is Third Hosted by ValleyWorks' Business Services Unit —

On Tuesday, November 9, ValleyWorks held its first *Salute to Veterans* Job Fair, attracting several hundred job seekers who met with 15 area businesses at the event, which was held at the Haverhill Career Center.



The Haverhill High School Marine Corps Junior ROTC Color Guard opened the *Salute to Veterans* Job Fair with a procession and led the audience in the Pledge of Allegiance.

Since Veterans were the focus of the event, the day began with a special program honoring those who served our country. Speakers included local Veterans, the directors of veteran's services for the cities of Amesbury and Methuen, and Haverhill Mayor James J. Fiorentini. A local high school color guard opened the morning program.

Businesses such as Raytheon Technical Services Company, Shaheen Bros, Inc., Home Depot and Zoll Medical Corporation had a stream of eager job seekers at their tables.

The *Salute to Veterans* Job Fair was the third event in recent months coordinated by the ValleyWorks Career Center Business Services Unit (BSU). The BSU is a special division of the career center that focuses on marketing to Merrimack Valley businesses. Other events the unit has managed include the Romney Administration's Second Annual *Jobs First Day* in September, and a forum on the issues confronting the construction industry in the Valley.

More BSU-sponsored events are scheduled throughout 2005; Lucent Career Center members are welcome to attend any appropriate BSU event. For more information on upcoming events, go to the ValleyWorks Web site at www.Valleyworks.cc/events.



EMSI, Inc. of Billerica drew a steady crowd throughout the job fair.



A CALL FOR SOLDERERS

A large regional defense contractor is seeking electro-mechanical assemblers with soldering experience. These positions may require eligible candidates to participate in several weeks of company specific training prior to placement. This training would involve certification of soldering skills to military specifications. These are temporary to permanent jobs. If interested please call Ms. Mary Ellen Lawlor at 978-469-7802 for further information.

The Lucent Career Center is a workforce development project of the ValleyWorks Career Center (VWCC). Funded by a Department of Labor National Emergency Grant and obtained through a partnership with the Merrimack Valley Workforce Investment Board (MVWIB), the Division of Career Services and the Department of Training and Development, the Lucent Career Center is equipped and operated to provide comprehensive services specifically for displaced employees of Lucent Technologies, Inc.

December 2004 Lucent Workshop Calendar

You must have a **Lucent** membership (no cost) and register to access workshops. Please visit the **Lucent Career Center** to do this.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
* By appointment only ** At VWCC-Lawrence only (Directions available upon request) *** Maximum attendance is 6		1. Cover Letters Workshop 9:30 am – 11:30 am	2. Interviewing Techniques Workshop 9:30 am – 12:00 pm	3. Individual Resume Critique 9:30 am – 11:30 am
6. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:00 pm	7. Resume Writing Workshop 9:30 am – 12:00 pm	8. “Piecing the Puzzle Together” 1:30 pm – 4:00 pm	9. Labor Market Information 1:30 pm – 4:00 pm	10. Winning the Interview Game*** 9:30 am – 12:00 noon
13. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:30 pm	14. Lucent Career Center NETWORKING CLUB 1:00 pm – 3:30 pm	15. Making Maturity Work for You 1:00 pm – 3:30 pm	16. Labor Market Information 1:30 pm – 4:00 pm	17. Resume Writing Workshop 9:30 am – 12:00 noon
20. Testing 9:00 am – 10:00 am Individual Resume Critique 1:00 pm – 3:30 pm	21. Cover Letters Workshop 9:30 am – 11:30 am	22. Interviewing Techniques Workshop 1:00 pm – 3:30 pm	23. “Piecing the Puzzle Together” 1:30 pm – 4:00 pm	24. Resume Critique 9:30 am – 12:00 noon  CHRISTMAS
27. Testing 9:00 am – 10:00 am	28. Resume Writing Workshop 9:30 am – 12:00 pm	29. Labor Market Information 1:30 pm – 4:00 pm	30. Individual Resume Critique 9:30 am – 11:30 am	31. HAPPY NEW YEAR 

WORKSHOP DESCRIPTIONS

NOTE: All Lucent workshops are free.

Resume Writing

Write a resume that stands out from the crowd. Whether you have a resume or have never written one before, you'll learn how to create a resume that makes you the candidate employers want to interview. Learn tips and techniques to writing a resume that passes the "10 to 30 second" screening.

Cover Letters

Yes, you do need one. Learn what employers will be looking for in a cover letter to make them want to read your resume. Create a great cover letter so your resume gets read. **Prerequisite:** *Bring a job ad to workshop.*

Interviewing Techniques

Learn how to prepare for an interview to build your confidence and success. Includes self assessment tools to identify your strongest skills and qualities. Prepare to communicate these in an interview. You'll be able to answer the 10 trickiest interview questions and sell yourself as the candidate the employer wants to hire.

Winning the Interview Game

Enjoy practicing your interviewing skills by participating in the Interview Game. Build confidence as you play and prepare yourself to answer some of the most common interview questions. **Limit 6 players. Prerequisite:** *Interviewing Techniques Workshop.*

Labor Market Information

You will leave this workshop with a basic understanding of how to research Labor Market Information as it pertains to your career. You will also learn the critical and emerging industries which can lead to new job opportunities.

Making Maturity Work for You

Identify age barriers to job searching. You will also learn how to make age an advantage, develop your interview strategies and eliminate age barriers from your job search.

Piecing the Puzzle Together

If your job has gone overseas or if you wish it would do so, this workshop may be the one for you. If you are considering a career change, this 5 step process will enhance your career development to assure you a more successful transition.

Networking Club

If you don't know about the power of networking, you'll miss out on the vast majority of job leads. The *Wall Street Journal* reported that 94% of successful job seekers claimed that networking had made all the difference for them. At the Network Club you'll learn and apply tips for networking while getting and giving support of other job seekers. The weekly networking club will help you stay focused, positive and motivated.

Self Directed Job Search

A self-administered, self-scored & self-interpreted assessment tool used in career exploration. The target population for this workshop is customers who are interested in confirming their career direction. You will be given a list of occupations that reflect your career interests and abilities.

Individual Resume Critique* (by appt. only)

Polish your resume with an individual resume critique. This half hour individualized sessions in an opportunity for a one-on- one final edit and proof reading of your resume.